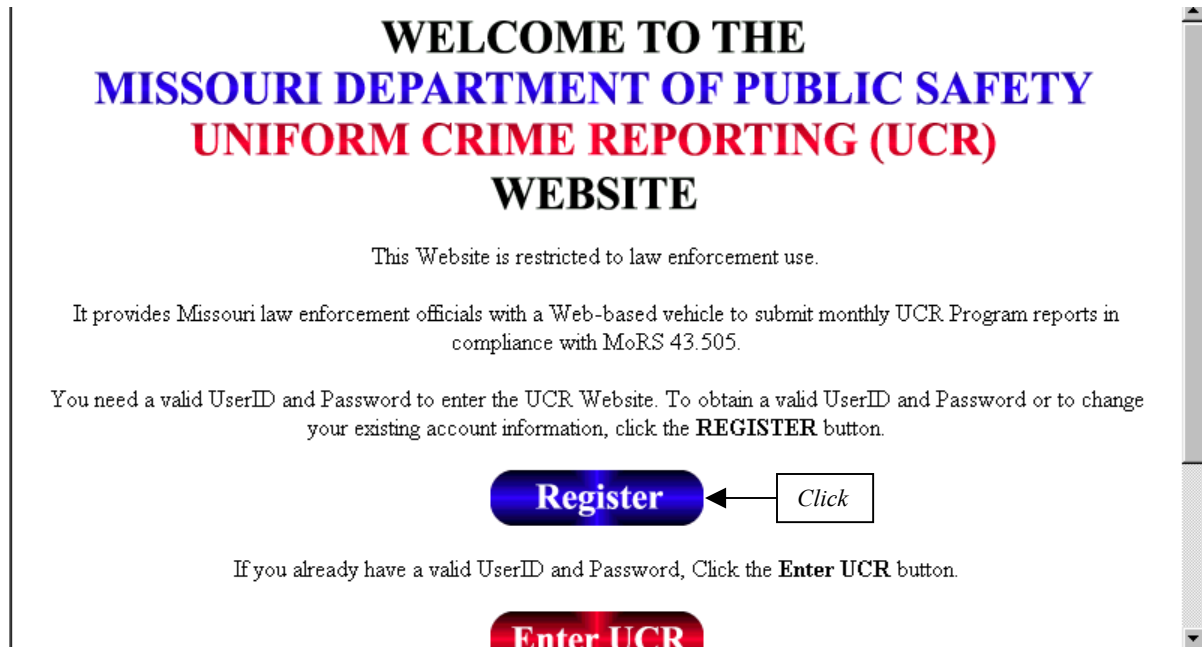# UCR Help – Updating an Existing Account

To update information on an existing account, use the following steps:

1. Click the "**Register**" button on the UCR Welcome Screen.

2. Click the "**Login to update existing account**" link on the UCR Registration Screen.

3. Click the "Examine or update you existing account" link.

UNIFORM CRIME REPORTING
USER REGISTRATION

Domino User Registration

This site is protected and requires you to enter a username and password. If you have not yet registered, you need to request a new account below.

Choose what you want to do:

Click

Examine or update your existing account

Note: If you've already been prompted for a username and password, and entered something that didn't work, you can clear the bad username by erasing the name from the authentication dialog box the next time you come across it.

4. A display of your current user account information appears. Click the **"Update Account Information"** link if you wish to change any of this information.

User Account Information

Julie Hand

First name:	Julie
Middle initial:	
Last name:	Hand
Agency ORI:	MOVIN0000
Phone Number:	751-9000 ext. 229
E-mail:	handj@mshp.state.mo.us
User name:	Julie Hand

Choose what you want to do:

Click if you wish to change any of this information.

Update Account Information

5. From the Update User Account Information Screen, edit data by clicking the appropriate box and entering the new data.

> **Phone Number:** Required. Provide the most complete telephone number where the Program Office can reach you, including extensions.
> **E-mail:** Required. Provide the email address that is to be used for correspondence from the UCR Program Office. You should double check to insure that this is the same email address provided to the Program Office in the MoUCR Survey. If you are unsure send an email to the Program Office.

Password Description: Required. Enter a description of the new password you will use. For example, if you use your pets name for a password, you might use "Pets Name" as the password descriptor. The purpose of this field is to jog your memory in case your password is forgotten.

Old Password: Enter your old password.

Password: Required and case sensitive. A computer-generated password will be provided for you. If you do not wish to use the provided password, delete it by backspacing or typing over it. Enter a password that you select. The password should be an alphanumeric mix and must be at least 3 characters in length. Make note of your new password and store it in a safe place because the Program Office has no record of it. Call the Program Office if you forget your password.

Update User Account Information

Name:	Julie Hand
Phone Number:	573 555-5555
E-mail:	email@address.com
Password Description:	Describe your password here.
	This question will be asked to help you remember your password if you forget it.
Old Password:	OldPassword
New Password:	NewPassword
	(This is a suggested new password. Feel free to change it.)

Submit Request

4.   Click "**Submit Request**" button. Your request for a new account will be delivered to the MoUCR Program Office. Once approved, you will receive an email stating your account has been approved and the UCR website will be available to submit your agency's reports.